

# Shipley Towns Fund Board Meeting

Tuesday 12<sup>th</sup> September 2023

10.00 – 12.00pm

The Cellar Trust, Farfield Road, Shipley, BD18 4QP



**Image:** Health, Wellbeing & Community Campus Architectural Drawing (July 2023)

## Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight: - <b>Project A:</b> Development Investment Fund - <b>Project D:</b> Capital Assistance to Business Growth	CBMDC Officers	10.00	
2	Welcome and apologies	Chair	10:30	
3	Meeting format and conduct	Chair	10:35	
4	Declaration of Interests	Chair	10:40	Item 1
5	Correspondence log	Chair	10:45	Item 2
6	Minutes of the last meeting and matters arising	Chair	10:55	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	11:00	Item 4
8	PR & Communications	CBMDC Officers	11:30	Item 5
9	AOB	Chair/All	11:40	
10	Date and time of next meeting	Chair	11:55	
11	Meeting closes	Chair	12:00	

**List of Board Members / Roles:**

<b>Name</b>	<b>Organisation</b>	<b>Role</b>
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Philip Davies MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
Michael Long	West Yorkshire Combined Authority	Board Member
James Skirrow	Carter Towler	Board Member
Soo Nevison	Community Action Bradford & District	Board Member
Anthony Burnham / Helen Horsman	The Cellar Trust	Board Member
Barry Cooper	Town Councillor	Board Member
Joy Hart	The Hive Centre Manager	Board Member
Diana Bird	Shipley College	Board Member

**List of Invited Attendees:**

Angela Hays	CBMDC
Angela Blake	CBMDC
Rav Panesar	CBMDC
Anne-Marie Woolham	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Alan Lunt	CBMDC
Anne-Marie Woolham	CBMDC
Simon Woodhurst	CBMDC
Satnam Khela	CBMDC
Simon Woodhurst	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA

## **2. Welcome and apologies [10.30]**

2.1. Chair's welcome.

2.2. Notes of attendance and apologies.

## **3. Board meeting format and conduct [10.35]**

3.1. Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

## **4. Declaration of interests [10.40]**

4.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

## **5. Correspondence log [10.45]**

5.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

## **6. Minutes of the last meeting and matters arising [10.55]**

6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the April Shipley Towns Fund Board meeting.

## **7. Highlight Report [11.00]**

7.1. The Shipley Towns Fund Programme Manager and the nominated Council officer project leads for each Shipley Towns Fund project to attend and present key updates on project progress, risks and issues.

**8. PR & Communications [11.30]**

8.1. CBMDC Programme Team to update on PR & Communications

**9. Any Other Business [11.40]**

**10. Date and time of the next meeting:**

10.1. TBA

## **List of Shipley Towns Fund Board Papers**

**Item 1: Declaration of Interests Register**

**Item 2: Correspondence Log**

**Item 3: Minutes of 27<sup>th</sup> April 2023 Meeting**

**Item 4: Highlight Report**

**Item 5: Press Releases**

**4. Shipley Towns Fund Board  
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Adam Clerkin	Head of Operations	No	No	None	None	23/09/20	Listed on the register
Anthony Burnham	Programme Manager	Partner organization in Project F	No	None	None	15/06/23	Listed on the register
Barry Cooper	Director of F.K Perkin Ltd	Director F.K Perkin Ltd	Rented 1-2 The Arndale Centre Shipley	Chair of Shipley Business Watch	None	20/10/20	Listed on the register
Cllr Alex Ross-Shaw	Portfolio Holder – Regeneration, Planning & Transport	No	No	Shipley Labour Party Shipley Glen Tramway Friends of Northcliffe Park Wrose Parish Council (Chair)	None	24/11/20	Listed on the register
Diana Bird	Principal & CEO, Shipley College (Director, Shipley College Developments Limited – for Towns Fund use)	No	The College owns the freehold to the Mill Building and the Jonathon Silver Building in Saltaire. The College rents the Exhibition Building, Salt Building and parts of the Victoria Hall from the Salt Foundation	Manchester Unity of Oddfellows. Partner is a trustee of Saltaire Inspired	None	10/07/23	Listed on the register
Dominic Pix	Managing Director, Technair Group Ltd	No	No	None	None	08/12/20	Listed on the register
Ian Durham	Director of Physical Resources, Shipley College	Partner organization in Project C	Long Lease: for Salt Building, Victoria St, Saltaire and Exhibition Building, Exhibition Road, Saltaire. Short Lease: Victoria Hall Basement, Freehold: Mill Building, Victoria Road, Saltaire	None	None	23/09/20	Listed on the register
James Skirrow	Carter Towler Ltd, Novus (Leeds) Ltd	No	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	22/12/20	Listed on the register
Joy Hart	Manager	Partner organisation in Project H	No	None	None	04/01/21	Listed on the register
Philip Davies MP	Member of Parliament	No	<a href="#">Listed on the public register</a>	None	None	26/02/20	Listed on the register
Soon Nevison	CEO, Community Action Bradford and District	Grant-funded by CBMDC to deliver infrastructure support to the VCS and others	Keighley – Central Hall, Alice Street which is under CAT agreement with the council.	None	None	01/10/20	Listed on the register





## 6.Shipley Towns Fund Board Meeting

### Minutes

20<sup>th</sup> July 2023, 5.00pm-7.00pm (Microsoft Teams)

#### Attendees:

Adam Clerkin (Chair), Angela Hays, Anne-Marie Woolham, Barry Cooper, Carol Hinton, Christophe Hamard, Cllr Alex Ross-Shaw, Diana Bird, Dom Pix, James Skirrow, Joe Ashton, Joy Hart, Helen Horsman, Ravinder Panesar, Richard Middleton, Rhona North, Saira Ali.

#### Apologies:

Angela Blake, Anthony Burnham, Cllr Mike Connors, Michelle Rushworth, Philip Davies MP, Philip Walker, Ryan Kaye, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Project Spotlight</b> RM / SA provided a run through Project B – Town Centre &amp; Infrastructure Improvements. RM provided details of the Streets for People Programme and indicated it was in detailed design and presented the latest proposals. Onsite is expected to begin in early 2024, with some work taking place throughout the autumn and winter. This includes enabling works alongside consultation work with specific tasks including completion of a 3D model to shape up the engineering components. RM mentioned the need for value engineering due to costs inflation and SA indicated that tweaks had been made to the scheme, with a lot of changes and modifications made, including work on the levels. RN had a good meeting with the team and highlighted the difficulties in grassing certain areas as part of the plans. BC had a similar comment regarding the trees and grassing areas and has spoken to the council about CCTV coverage, due to large well-developed trees. RM indicated that the CCTV team are key stakeholders in the project and a tree consultant has been brought in to evaluate this. RM provided a summary of the Shipley Toilets project, which is being managed by Client Services within Bradford Council. CH provided an overview of Client Services role and the projects that they are involved in, including the redevelopment of Bradford Live as well as</p>	SA / RM to meet with RN / BC to discuss the plan for the Market Square Scheme	SA / RM	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>the site behind the Saltaire Co-op as well as schools across the district. CH has had key stakeholder meetings with the design team as well as Shipley Town Council in gathering information about the project as well as developing a full package of project management support. A full scope of works will be provided that will be signed off by Market Services and the Town Council before developing full detailed design.</p> <p>RM discussed the Canal Road Corridor Scheme, including the withdrawal of EU support so stalled until alternative ways of developing it are in place.</p> <p>RM then mentioned the Active Travel Scheme and the work that had already been completed, including Victoria Park Road which has been resurfaced. Baildon Bank is a narrow route which is between properties and getting heavy machinery up the path to improve it requires further thought, which is being reviewed. SA mentioned that additional funding to deliver more was always being sought.</p> <p>RM provided a brief of the Real Time Bus Information, including the agreement with the West Yorkshire Combined Authority, with a list of what has been delivered provided. Some locations have been completed, whilst others require a pole to be fitted and needs procuring.</p> <p>AC was pleased to see the progress being made and mentioned his concern about slippage. Would like to see timescales and RM will go back and get that information to the Board.</p>	SA/RM to provide timescales to the Board.	SA / RM	
2	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>RP went through the minutes and actions, with all actions completed, apart from the key milestones and dates for Project B.</p>			
3	<p><b>Highlight Report</b></p> <p>AH provided an update regarding programme management, including the regular meetings in place with projects. AC found the Towns Fund Conference useful and concerns around council-led projects, specifically around communication, including how the board fits into decision-making cycle. AC was happy with the progress made to date and this was echoed by AH regarding the opportunities to network, with other projects going through similar challenges.</p> <p>AH discussed the assurance framework required by DLUHC, including a random ‘Deep Dive’ review which the council have put in place should a review take place. AH mentioned that we had the</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>governance in place to ensure that governance processes were in place. The presentation from DLUHC was shown to board members and provided with the papers.</p> <p>Subsidy Control has replaced State Aid and AH indicated that each project needs this in place, which shows the council have gone through a process when awarding the grant to the recipient. Once the Grant Funding Agreement has been signed, the level of the award needs to be on the National Transparency Database.</p> <p>AC has spoken to the Project Lead regarding Project A – Development Investment Fund and wants to find a solution that can be shared with the Board. Timescales are around three weeks for this information to be provided. AC wants work to be done regarding how we communicate confidential information with the Board. AH suggested a potential sub-group that could work over the summer to see what could be brought to the next board meeting. AC asked if JK could be more involved in the DIF if required.</p> <p>DB mentioned that Project C that leases were being worked on and the Grant Funding Agreement (Toilets / Bike Boxes) and planning that would be submitted on the 21/07/23. DB is confident with the strength of the submission and well evidenced set of plans. RP mentioned that the public car park would be a land transfer with a restriction on use. DB will look at options regarding detailed design whilst planning is being considered. AH mentioned that the Internal Programme Board would be consulted regarding whether funds could be released prior to planning approval, which would be written into the GFA.</p> <p>Project G – Wrose Quarry is well underway and RP discussed the volunteer work days and the progress to date. Project is due to be completed by the end of September 2023 and AC encouraged Board members to visit the site and support the work.</p> <p>Project H – Shipley Sustainable Community Hub was discussed by JH, including the photo shoot and interview with the T&amp;A. Contractors</p>	<p>To review how confidential /sensitive information is presented to the Board.</p>	<p>AH / RP / AC</p>	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>due to start on the 7<sup>th</sup> August and the team are close to signing the GFA, CAT and awarded £300k Community Ownership Fund.</p> <p>RP provided an update on Project C – Capital Assistance to Business Growth, including the corrective action taken by the Invest in Bradford Team to promote the programme further. This has included a press release for a Shipley Company that was successful. The report provided also included details of the pipeline spend for both Keighley and Shipley. The IIB Team will attend the next Board Meeting to provide an update regarding progress to date.</p> <p>HH discussed Project F – Health &amp; Wellbeing Community Campus, including the expansion of the project team. HH has met with DP and received some advice as well as the teams at both Shipley College and The Shipley Sustainable Community Hub. They are close to signing the GFA and require further funding to move to planning. Joint meeting with the legal teams means that the GFA is close to being agreed. A comprehensive relocation plan is in place and are working with the teams to understand their needs for when they move out and back in. HH met with Farfield Nursery and a statement was released, with further meetings taking place to support them. HH is looking at around three months from a planning application and a nine-month refurbishment, with a move out of the building at the end of this year and a start in early 2024. AC was pleased with the progress made and thanked DP and the other projects for supporting The Cellar Trust with this project. DB echoed the support provided and said it was helpful to discuss this as they were going through similar challenges. RP confirmed that the council had decision notices in place to enter into an agreement and will review the risk rating once GFA has been signed. DP confirmed the meeting with HH to discuss the next steps and provide further guidance and assistance.</p> <p>AH went through the Annexe 1 Financial Spreadsheet, including the reporting into DLUHC, including receiving funding based on the profile. AH mentioned that DLUHC provided guidance to say there is a 30% variance which provides latitude to move funding to projects sooner if approved by the Internal Programme Board. AH wants to ensure that spend takes place, including Project A – Development Investment Fund and potentially Project B – Town Centre &amp; Infrastructure Improvements where there could be slippages. AH</p>			



## 7. Highlight Report – Item 4

### 7.1 Programme Management

**7.11** Ward member briefing took place on the 26<sup>th</sup> July 2023 where project updates were provided to Councillors. Question was raised around how active travel routes were chosen and the need to facilitate walking and cycling to and from the Town Centre as well as schools. Response was provided which included the following:

*‘Active travel budget is £1,320,000, where £115,000 of this is the smaller routes. Connection to and from the Town Centre is the bulk of what the money is to be spent on. Town Deal Board approved the business case’*

**7.12** Council Officers, in partnership with the Contract Manager put in place a claims process for Towns Fund projects (**Appendix 1**) to ensure compliance with Council requirements. Once a Grant Funding Agreement (GFA) has been signed, advanced funding will be released in accordance with the applicant’s expenditure profile. Regular monitoring will then take place between the Contract Manager and Regeneration Team to ensure compliance with the GFA.

**7.13** Funding can only be released to applicant’s once a GFA has been sealed by the council. This provides the applicant and the council with assurances of how the funding will be spent and under the agreed terms and conditions. Internal projects, including Project D – Capital Assistance to Business Growth and Project E – Shipley Enterprise Library have Service Level Agreements (SLA’s) in place between the council and departmental leads and aligned to DLUHC assurance requirements.

**7.14** Discussions took place with DLUHC regarding evidence requirements for outputs. **Appendix 2** contains the Towns Fund Indicator Guidance which provides details of the output, evidence required and additional information requirements. Documentation was then created by the Regeneration Team to ensure outputs can be evidenced in line with DLUHC audit requirements and sent to projects that are moving to the delivery stage.

**7.15** Involvement in the Business Rates working group to provide updates on Towns Fund Projects and ones that require a re-assessment or vacating their premises for refurbishment. Future Towns Fund Projects that are undergoing refurbishment and/or will be vacating their premises and require a reassessment should inform the Programme Management Team as soon as possible.

**7.16** Towns Fund Reporting Templates for Keighley and Shipley reporting period (1<sup>st</sup> April 2023 – 30<sup>th</sup> September 2023) are being updated. Expectation that the submission deadline for this will be in November – December 2023 and to be confirmed by DLUHC.





## 7.2 Project Updates – Position up to August 2023:

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	In discussions with a potential developer and reviewing the feasibility and viability of the project as a whole. As such, project is at a commercially sensitive stage, with further information provided when available. In depth discussions continue to take place with potential private sector development partner who is currently undertaking feasibility work with project designers and cost consultants to determine up to date cost estimates that are being significantly affected by inflation based increases in construction costs and which will determine the viability of a preferred scheme, potential level of DIF intervention and ultimate deliverability of the scheme. This work is expected to be completed by end of July/early August.	5	5	5
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	See below for individual updates	1	1	1
C – Community, Art, Heritage & Future Technology Centre	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning permission submitted on Friday 18th August. GFA being finalised and additional funding to be released to progress project further. Freehold land transfer for the car park also agreed with the council as it will be offered with a restriction on title (for educational use).	2	2	2
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Shipley - 32 expressions of interest, 10 rejected, 8 applications approved with a total grant value of £101,432.48 and private sector match of £266,962.11. Invest in Bradford (IB) Team are dealing with 19 pending applications and based on the anticipated grant amounts, forecasted spend as of 31/7/23 is £596,316.00 for Shipley. The level of enquiries for Shipley are lower than anticipated and spend is lower than predicted. Event planned on 18/09/23 for Shipley and other marketing activity including social media posts and press coverage.	3	3	2
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Expected works to start on 21/08/23 and last for three weeks. Advert for the Business Librarian to be released once works have started. Projected building costs have increased from the initial estimate which resulted in some delays.	1	1	1
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Meetings taken place to progress the GFA and ensure it can be approved and funding released. Delivery plan, expenditure profile, outline design, payment schedule and fee schedule to progress project to RIBA 2-3 now in place. The Cellar Trust have agreed to sign the GFA in July 2023 once a clean copy has been received and minor alternations to schedules made.	3	3	5
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	Started work on the ponds and funding used to upskill staff for digger training courses so it can be delivered in house. 121 volunteer work days delivered, 2 new ponds in progress and extension of the two sections of the wetlands. 30 metres of stone pitching (additional paths remediated with drainage). Expectation that the project will be completed by the end of September 2023. £2k donation came in from Wrose Parish Council.	1	1	1
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Contractor appointed and due to start in early August 2023 with expected completion date on target for June 2023. Stakeholder event on 20th July to celebrate contractor appointment, GFA / CAT being agreed as well as the COF funds (£300k) approved. This was published in the T&A (24/07/23). Supporting the team with Business Rates and finalising the GFA for funds to be released.	1	1	1



**Project B - Town Centre & Infrastructure Improvements (£5.04m)**

Project Name	Value	Project Timescales / Status	Updates	Delivery	Spend	Risk
B2.1 Market Square Scheme	£3m	<b>Timescales:</b> Nov-22 to Dec-24 <b>Status:</b> Ongoing - on track	The Streets for People element is in detailed design and due for procurement in October - December 2023. Tree surveys are complete. 3D Civils model complete. Sustainable Drainage Systems (SuDS) are being modelled. Delivery phasing being considered for opportunities for early site activity and minimise disruption for local businesses - focus will be Wellcroft for early actions. The scope of the public realm works has been widened to include the pavements surrounding the market square, ensuring the whole area benefits from the uplift in quality and visual amenity. Value engineering is ongoing to ensure project outputs are delivered within the funding envelope. This is due to the cost of building materials increasing 30% since TF business case approvals.	2	1	2
B2.2 Canal Road Corridor	£350k	<b>Timescales:</b> TBA <b>Status:</b> Ongoing - delayed	The project to de-culvert a section of Bradford Beck, which brought £3.4m of match funding to Shipley Towns Fund has lost its European Structural & Investment Funding. Bradford Council still has ambitions to complete Naturalising Bradford Beck, but no timescales for delivery have been agreed.	4	1	2
B2.3 Active Travel	£1.32m	<b>Timescales:</b> Nov-22 to Dec-24 <b>Status:</b> Ongoing - on track	The project is in concept design stage, except interventions in Wrose and Baildon which are being procured and delivered by the Highways Maintenance (North) Team. <b>Victoria Park</b> (footway improvements on a route to school) is complete. <b>West Lane, Baildon</b> (footway improvements on a route to school) is scheduled to be delivered in October 2023. <b>Wrose Brow Road</b> (footway improvements on a route to school) is scheduled to be delivered in October 2023. <b>Baildon Bank</b> (footpath improvements) will need further design development before delivery and will not be delivered by the Highways Maintenance (North) Team. On closer inspection, the location and topography has shown that running heavy excavation and surfacing machinery along the footpath is likely to cause movement / damage. Alternative methods are now being considered.	2	1	2
B2.4 Real Time Bus Information	£40k	<b>Timescales:</b> May-23 to Sep-23 <b>Status:</b> Ongoing - on track	Project is in progress with 7 sites in total, 3 are now completed, 4 are complete except for audit by WYCA.	1	1	1
B2.5 Public Toilets	£330k	<b>Timescales:</b> TBA <b>Status:</b> Ongoing - delayed	Feasibility study to be conducted for the viability of either integrated and/or separate storage for the Markets Service as part of the main scheme in advance of any decision regarding the scope of the project.	3	3	3



### 7.3 Risks

#### Project A: Development Investment Fund

##### [Confidential item to be discussed at the Towns Fund Board meeting]

**7.31** Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Shipley Town Council has met with the Project Lead and has been given assurances further information will be shared once available. The Project Lead has also agreed to attend the next Board Meeting to provide a comprehensive update.

**7.32** Shipley has a shortage of brownfield sites as outlined in the business case. The team are reviewing and exploring all options at their disposal to move this along and provide the board with a definitive timeline of activities when available.

#### Project B: Town Centre & Infrastructure Improvements [Shipley Toilets]

Work & Schedule are Predictable	Stakeholders are Committed	Resources are understood & sufficient	Budget is understood and sufficient	Risks are being Mitigated	Business Benefits are being Realised	Scope is Realistic and Managed	OVERALL
Amber	Green	Green	Amber	Green	Amber	Green	Amber

**7.33** The project team is currently reviewing the brief and scope of the project so that it covers 2 separate elements:

- (i) The redevelopment of the Public Toilets on Market Square, Shipley on behalf of Shipley Town Council and
- (ii) The creation of storage facilities for Market Services in the same location

**7.34** Confirmation has been received from Assistant Director, Dept of Place to conduct a feasibility study for the viability of either integrated and/or separate storage for the Markets Service as part of the main scheme in advance of any decision regarding the scope of the project.

**7.35** The study will consider 2 options (one based on the toilet block being partially retained by Markets Service and the second based on Shipley Town Council (STC) being granted the use of the entire block.

**7.36** The outcomes of the feasibility study will inform a decision from management on whether the entire block or part of it will be transferred to STC.

**7.37** Meetings have been held with the architect, CBMDC Landscapes and Markets Services to understand market storage space requirements.

**7.38** The appointment of an external architect to undertake all architectural design for the redevelopment of Shipley Market Square Public Toilets and consider opportunities to include storage facilities for Market Services as part of the Towns Fund project is complete.

**7.39** Instructions have been given to undertake a wide range of surveys (bats, GP Phase 1 and 2, stats etc) to inform the design irrespective of the outcomes of the feasibility study. These surveys will be needed either way.

**7.40** The project has identified a need for additional technical appointments (QS, structural engineers, M&E engineers etc) but these cannot be appointed until the brief of the works has been agreed.

**7.41** A budget is in place but need to be agreed once the decision has been made following the outcome of the feasibility study Project management resource from Client Services, Dept of Place are assisting STC with delivery of the project and are reporting progress at Towns Fund Board meetings and Towns Fund Monitoring progress meetings.

### **Project C: Community, Arts, Heritage & Future Technology Centre**

**7.42** Public car park land being valued by the Estates Team and has been instructed. Agreement to offer Shipley College as a freehold land transfer with a restriction on title.

**7.43** Planning application submitted on the 18<sup>th</sup> August with an expectation that this process could take up to four months. Shipley College are wanting to move to Stage 4 Detailed Design at a cost of **£165,313.20** whilst planning is being considered.

**7.44** The College are unable to take the risk of instructing this cost, with the legal teams working on the main grant funding agreement. This process would delay the Stage 4 Detailed Design phase and therefore a short form grant funding agreement is in the process of being finalized to release the balance. This would avoid the delay whilst planning is being considered and the main grant funding agreement being approved.

### **Project D: Capital Assistance to Business Growth**

#### **Background**

**7.45** The grant scheme was launched in November 2022 and in the 7 months since the launch the Invest in Bradford Team have received over 80 enquiries.

**7.46** The majority of applications/approvals have been for manufacturing businesses, there has also been **4** approvals for B2B businesses and two that are in the hospitality/retail sector.

**7.47** Decision Panel meetings to consider submitted applications are held on a monthly basis to ensure that applicants receive a decision/outcome within 30 days of applying.

**7.48** The Invest in Bradford Team (IIB) are currently dealing with **44** pending applications, of which **25** are for Keighley and **19** for Shipley (**Appendix 3**). In addition, **22** expressions of interest were rejected due to the following reasons:

- 3 - Outside the TF area
- 2 - Were from homebased businesses
- 7 - Did not meet the eligibility criteria
- 2 - The businesses were advised of alternative funding
- 8 - Other reasons

**7.49** Based on the number of approval applications and the anticipated grant amounts of the pending applications, the forecast spends as of **31/07/23**:

Keighley	<b>£964,641</b>
Shipley	<b>£596,316</b>

## Project Summary

### 7.50 Actuals – Variance Analysis

#### Application Numbers

Town	Application Numbers					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	8	10	11	12	12	<b>+4</b>
Shipley	3	3	3	4	8	<b>+5</b>

**Table 1:** Capital Assistance to Business Growth (Application numbers).

**7.51 Table 1** provides details of the application numbers for **Keighley**, which have incrementally increased each month, with a variance of **+4** up to the end of August 2023. For **Shipley**, application numbers are lower than anticipated, with **+5** additional approval from April 2023 to August 2023.

**7.52** Application numbers are expected to increase based on the **25** pending for Keighley and **19** for Shipley highlighted in this report.

#### Grant Approvals

Town	Grant Approvals					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	<b>+£81,765.61</b>
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	<b>+£54,695.40</b>

\*Variance based on forecasted drop to £81,382.63 for July 2023

**Table 2:** Capital Assistance to Business Growth (Grant approvals)

**7.53** Grant approvals (**Table 2**) have increased for Keighley, with a variance of **+£81,765.61** from April-23 to August-23 for **Keighley**. The lower number of applications for **Shipley** is reflected in the variance of **+£54,695.40** from April-23 to August-23.

**7.54** The grant amount in July-23 was re-adjusted to **£81,382.63** for Shipley from **£97,495.84**. One company had altered plans and no longer required the machinery that was approved as part of their grant agreement. The grant agreement was therefore adjusted to reflect the revised funding requirements of the business.

## Jobs Created

Town	Jobs Created					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	26.5	31.5	33.5	39	39	+12.5
Shipley	4	4	4	9	14	+10

**Table 3:** Capital Assistance to Business Growth (Jobs created)

**7.55** Jobs have steadily increased for both **Keighley** and **Shipley** (**Table 3**), with a variance of **+12.5** for **Keighley** and **+10** for **Shipley**. These are counted as full time equivalents as a direct result of the Towns Fund interventions through the Capital Assistance to Business Growth Programme.

**7.56** As further applications are considered, there is an expectation that this number will increase further as businesses continue to invest in growth and create jobs as a result.

## Approvals against expenditure profile

Town	Expenditure Profile [CDEL]				Pending Applications up to 31/07/23	Variance
	Apr-23 to Sep-23 [April Forecast]	Apr-23 to Sep-23 [Actual to date]	Variance	Oct-23 to Mar 24 [April Forecast]		
Keighley	£200,000	£235,736.36	+£35,736.36	£200,000	£964,641	+£764,641
Shipley	£316,943	£101,432.48	-£215,510.52	£316,943	£596,316	+£279,373

**Table 4:** Expenditure profile of current versus forecasted spend

**7.57** Forecasted spend, highlighted in **Table 4**, shows pending applications for Keighley of **£964,641** which is ahead of the expenditure profile. For Shipley, pending applications are up to **£596,316**, which is also ahead of the forecasted profile up to March 2024. This is dependent on 100% of the pending applications being approved, or an increase in the pipeline to ensure it is ahead of profile.

**7.58** To address the lower number of applications, the Invest in Bradford Team are planning an event for the 18<sup>th</sup> September 2023 in Shipley. Although application numbers are ahead of profile for Keighley, an event is still planned for the 25<sup>th</sup> September 2023 to promote the support received.

**7.59** Leaflet drop to over 80 eligible businesses took place on Friday 28<sup>th</sup> July in Shipley. Event planned for the following:

[Shipley Towns Fund, Victoria Hall, Saltaire, Monday 18<sup>th</sup> September 9.30 – 10.30am](#)

[Keighley Towns Fund, Keighley College, Monday 25<sup>th</sup> September 9.30 – 10.30am](#)



March 2023 Forecast:  
CDEL: £633,866

### 7.5 Finance Update [Variance from March 2023 DLUHC Submission]

Project	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund (Council)	RDEL			4,904	60,000	66,096	64,000	
	CDEL		64,633		800,000	5,550,000	279,367	
	Total	0	64,633	4,904	860,000	5,616,096	343,367	£6,889,000
B - Town Centre and Infrastructure Improvements (Council)	RDEL				1,165,292	2,401,600	1,436,400	
	CDEL		36,708					
	Total	0	36,708	0	1,165,292	2,401,600	1,436,400	£5,040,000
C - Community, Art and Future Technology Centre (ShIPLEY College)	RDEL				2,311,055	2,712,208		
	CDEL		45,525	321,212				
	Total	0	45,525	321,212	2,311,055	2,712,208	0	£5,390,000
D - ShIPLEY Capital Assistance to Business Growth (Council)	RDEL				50,000	25,000	25,000	
	CDEL		22,729		677,699	649,465	460,107	
	Total	0	22,729	0	727,699	674,465	485,107	£1,910,000
E - ShIPLEY Library Enterprise Hub (Council)	RDEL				71,732			
	CDEL		8,268					
	Total	0	8,268	0	71,732	0	0	£80,000
F - Health, Well-being and Community Campus (The Cellar Trust)	RDEL				45,630	35,300	19,070	
	CDEL		31,060	118,940	228,600	2,474,523	46,877	
	Total	0	31,060	118,940	274,230	2,509,823	65,947	£3,000,000
G - ShIPLEY Wrose Quarry Wetlands (Council)	RDEL							
	CDEL		9,091	60,909				
	Total	0	9,091	60,909	0	0	0	£70,000
H - ShIPLEY Sustainable Community Hub (Hive / Kirkgate)	RDEL				1,600,000	724,500		
	CDEL		25,957	159,543				
	Total	0	25,957	159,543	1,600,000	724,500	0	£2,510,000
Programme management	RDEL			11,851	35,000	34,000	30,149	
	CDEL							
	Total			11,851	35,000	34,000	30,149	£111,000
Total	RDEL Total		0	16,755	190,630	160,396	138,219	
Total	CDEL Total		243,971	660,604	6,854,378	14,512,296	2,222,751	
Total	Total		243,971	677,359	7,045,008	14,672,692	2,360,970	

#### Variance from March 2023 Submission

0      0      -860,203      1,010,839      -150,637

Table 5: ShIPLEY Towns Fund Financial Profile (Up to August 2023)

March 2023 Forecast:  
CDEL: £630,000  
RDEL: £40,000

March 2023 Forecast:  
£2,108,245

**7.51** Overall spend is **£860,203** down against the forecasted spend from the March 2023 Submission to DLUHC.

Reasons for this are as follows:

- **Project D - Capital Assistance to Business Growth** reported forecast of **£633,866** in March 2023 has increased to **£677,699** for the April-23 to Mar-24 period.
- **Project F – Health, Wellbeing & Community Campus** have updated their cashflow to take into account the delays with the GFA and revised funding requirements provided by their architectural consultants. Original forecast for March 2023 indicated a projected spend of **£40,000 (RDEL)** and **£630,000 (CDEL)** with a total funding requirement of **£670,00** for 1st April 2023 – 31<sup>st</sup> March 2024 as per **Table 5**.
- **Project H – Shipley Sustainable Community Hub** had an original forecast of **£2,108,245** for the 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024. Discussions with their contractor have resulted in a re-profile to **£1,600,000** up to 31<sup>st</sup> March 2024, with the balance of **£724,500** released from the 1<sup>st</sup> April 2024 or sooner depending on their requirements.

**7.52** The underspend has therefore been carried forward to the 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025, with an increased forecast of **£14,512,296** (CDEL) and **£160,396** (RDEL) spend, however, maybe re-adjusted once GFA's have been signed and funding requirements clarified.



## 8. PR & Communications – Item 5

### 8.1 PR

**8.11** Regular meetings with Marketing Team taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

**8.12** As a result of these discussions, the Marketing Team have had discussions with the Asian Standard, who are keen to promote Towns Fund projects on their pages. Two Keighley Projects (Sangat Centre, part of the Community Grant Scheme), as well as Chef Akila (Acquired a grant via the Capital Assistance to Business Growth Programme).

**8.13** Wrose Quarry Wetlands was promoted through the Climate Action News – July 2023 update via the Bradford Council Stay Connected Newsletter (See below).

### Transforming Wrose Quarry Wetlands



Wrose Quarry Wetlands is being transformed into an accessible oasis of nature.

Work is underway at the 2.5 acre-site of the former brickworks, off Carr Lane and has been funded by the Shipley Towns Fund.

The £70,000 transformation will include an improved network of paths and the excavation of new ponds and wetlands, so that the space can be enjoyed all year round.

It is expected to be completed in September, after months of work, so far, including new drainage and at least 30 metres of additional stone pitching installed as part of the extended pathway.

So far the team has used the time of 121 volunteers, who have been up-skilled to work on the project. They also hope to involve Highcroft Youth Centre, Low Ash Primary School and Shipley College.

The finished area will also include information boards, benches, boardwalk paths and new native hedgerow planting.

Wrose Quarry Wetlands Article (Bradford Council Stay Connected Newsletter)

**8.14** Shipley Enterprise Library article was published in a variety of media outlets, including the [T&A](#), [Bdaily](#), [Insider Media](#) and [BGN](#). They have also discussed the possibility of a launch event once the refurbishment has been completed. Further details of this will be shared with the board once the project is close to completion.

**8.15** Shipley Town Council to include a link to the Shipley Towns Fund pages and will be canvassing the opinion of Councillors regarding replicating the approach taken by Keighley Town Council.

**8.16** Commission for the branding (Our Town Keighley / Our Town Shipley), alongside banners for hoardings and promotion of the Towns Fund Projects has been agreed with the Marketing Department at CBMDC. Drafts to be shared with the Towns Fund Board.

**8.17** Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative):

Date	Town	Publication	Details	Rating
08/08/23	Shipley	T&A, Insider Media, Bdaily, BGN	<ul style="list-style-type: none"> <li><a href="#">Work to create Shipley business hub to begin this month   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> <li><a href="#">Business hub to be developed in Shipley   Insider Media</a> (Insider Media)</li> <li><a href="#">Local Business Enterprise Hub set to open in Shipley   Bdaily</a> (Bdaily)</li> <li><a href="#">A new business hub, known as the Local Business Enterprise Hub, is soon to launch in Shipley. - BGN (the-bgn.co.uk)</a> (BGN – Business Growth Network)</li> </ul>	Positive
01/08/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">Details of new four storey health hub planned for Keighley   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> </ul>	Positive
31/07/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">£7m scheme to develop site a 'big deal' for Keighley   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> </ul>	Positive
27/07/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">Revamp for Keighley centre with £95,000 Towns Fund grant aid   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> </ul>	Positive
22/07/23	Shipley	T&A Bdaily	<ul style="list-style-type: none"> <li><a href="#">Kirkgate Centre in Shipley gets a £2.5m boost for the future</a> (T&amp;A)</li> <li><a href="#">New sustainable community hub for Shipley receives £2.5m grant</a> (Bdaily)</li> </ul>	Positive
14/07/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">Towns Fund boost for Keighley community centre refurb scheme   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> </ul>	Positive
10/07/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">Work to begin on replacing roof of historic Keighley hall   Keighley News</a> (T&amp;A)</li> </ul>	Positive
09/07/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="#">£150k work on Bronte building in Haworth is now complete   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a> (T&amp;A)</li> </ul>	Positive



## 9. Any Other Business

### 9.1 Community Ownership Fund

**9.11** A £150m, UK wide fund that helps community groups to protect assets in their local area through community ownership. Each year there are four bidding windows at regular intervals, with Round 3 Bidding Window 1 between **30<sup>th</sup> August – 11<sup>th</sup> October 2023**.

**9.12** The fund will support projects that fulfil one or a combination of the following aims:

- Take ownership of a physical community asset at risk;
- Renovate, repair or refurbish an asset to make it sustainable for the long-term;
- Buy associated stock, collections or intellectual property;
- Move a community asset to a new, more appropriate location within the same community;
- Develop new assets where these relate to saving, preserving, or relocating a past or existing asset.

**9.13** Capital funding available is now up to **£2m** for all asset types, but most awards will be up to **£250,000** of capital funding. Open to Incorporated Voluntary and Community Organisations, and Parish, Town and Community Councils (depending on eligibility requirements).

**9.14** An Expression of Interest (EOI) is required before an application. This is a short form that enables DLUHC to assess eligibility for the fund. Development support is available via the [My Community Website](#), which includes tips on writing a strong application and building a management case.

**9.15** After the EOI stage, certain applicants could access in-depth support, including small revenue grants – [EOI Application Form](#).

## 10. Date and time of the next meeting:

10.1. TBA